



Job Title:	Tool Librarian and/or Tool Doctor	Department:	Tool Lending Program
Location:	Community Homeworks 810 Bryant St., Kalamazoo, Michigan	Travel Required:	Some local travel, for outreach events
Starting Salary Range:	Volunteer	Position Type:	4-6 hours per week

To apply: E-mail rmccartney@communityhomeworks.org
Subject Line: Volunteer Tool Librarian and/or Tool Doctor
Attention: Rachel McCartney, Tool Lending Program Manager

Position Summary:

Community Homeworks is a 501(c)(3) nonprofit organization whose mission is to empower our low-income neighbors to maintain safe, sustainable, and dignified homes in Kalamazoo County. This is achieved through critical home repairs and homeowner education to foster self-sufficient and successful homeowners. Our new Tool Library program, opening up for lending in the Fall of 2024, will enhance and support ongoing work to further support our mission.

We are seeking tinkerers, tool enthusiasts, and anyone who is passionate about DIY and empowering homeowners to join us as core volunteers for our new Tool Library Program!

As a volunteer tool librarian and/or tool doctor, you would engage in tasks such as tool repair and maintenance, demonstrating safe use of tools, helping members check tools in and out, and inventory and re-stocking of tools.

The ideal candidate has a working familiarity with tools, a desire to volunteer on a regular basis (4-6 hours a week) and enjoys working with people and helping them succeed. We would like to form a group of 3-5 core volunteers that can assist in getting this program off the ground as a team and build relationships with Community Homeworks staff, Tool Library members, and one another as we move from the program startup stage to an established asset for the community. Consider signing up with a friend who is just as invested as you in helping our neighbors by sharing knowledge and time!

Responsibilities:

- Repair and maintain tools.
- Demonstrate safe use of tools.
- Assist members in checking tools in and out.
- Manage inventory and restocking of tools.
- Build relationships with Community Homeworks staff, Tool Library members, and fellow volunteers.

Minimum Qualifications

- Must be friendly, engaging, and welcoming to all people from diverse backgrounds and treat all participants with respect and dignity.
- Ability to pass criminal background and sex offender registry.
- Familiarity with tools and their use.
- Passion for DIY projects and empowering homeowners.
- Must have excellent interpersonal communications skills, both one on one and in groups.
- Physical ability to stand, bend, and lift up to 25 pounds on a regular basis.



- Experience and skilled in working with and providing excellent customer service to people of diverse backgrounds.
- **Must also have a mission-driven commitment to serving low-income and at-risk families. This position requires an individual who wants to make a difference in the lives of vulnerable households and prevent housing instability for families in our community.**